

Draft Professional Educator Licenses-January 7, 2002

TITLE 515 PROFESSIONAL STANDARDS BOARD

Proposed Rule
LSA Document No.

ARTICLE 1. TEACHER TRAINING AND LICENSING: REQUIREMENTS FOR EDUCATION
BEGUN AFTER ACADEMIC YEAR 1977-78

Rule 4. Professional Educator License-Teachers

515 IAC 1-4-1 Introduction

515 IAC 1-4-2 Initial practitioner

515 IAC 1-4-3 Proficient practitioner

515 IAC 1-4-4 Accomplished practitioner

515 IAC 1-4-1 Introduction

Sec. 1. (a) The purpose of 515 IAC 4 (this article) is to define how teachers must obtain an Initial Practitioner license and a Proficient Practitioner license, and how they may obtain an Accomplished Practitioner License.

(b) Definitions as used in this rule

“Assessment” means

- (1) a portfolio assessment, if one has been approved by the board for the relevant licensing area;
- (2) if no portfolio assessment has been approved by the board for the relevant licensing area, an alternative assessment or experience approved by the board; or
- (3) any general assessments of professional teaching knowledge or performance related to standards-based teaching as the board may by rule require.

“Assessment Plan” means that portion of the professional development plans adopted as part of the school improvement activities governed by IC 20-1-1-6.5 and under Section 9.

“Beginning teacher” means a person who;

- (1) holds a teaching credential (other than a substitute teaching credential) issued by the board;
- (2) is employed as a teacher by a school corporation under a contract described in IC 20-6.1-4, or by an accredited non-public school;
- (3) has not successfully completed a beginning teacher internship program prior to July

- 1, 2002, the required assessments under this rule; or an equivalent out-of-state assessment; and
- (4) has less than two (2) years of creditable teaching experience outside Indiana as defined by rule adopted by the board.

“Board” refers to the Indiana Professional Standards Board.

“Designated teacher” means the teacher primarily identified by the school to have primary academic responsibility for the class, **OR PRIMARY ACADEMIC RESPONSIBILITY FOR DELIVERY OF SERVICES SPECIFIC TO THE LICENSE**. “Designated teacher” includes a teacher-of record as defined in 511 IAC 7-3-50.

“Equivalent out-of-state assessment” means a standards-based assessment for beginning teachers established by another state that is recognized by the board as equivalent to the beginning teacher assessment under this rule.

“First assessment year” means either:

- (1) For a beginning teacher who begins teaching in an Indiana public or accredited private school at the start of the school year, the first year of teaching; or
- (2) For a beginning teacher who begins teaching in an Indiana public or accredited school midway through the school year, the remaining part of that school year, plus the next full year of teaching.

“Mentor” means a person who is assigned under Section 9 of this rule.

“Second assessment year” means the second year of teaching in an Indiana public or accredited private school **AFTER THE FIRST ASSESSMENT YEAR**.

“Standards-based-teaching” means teaching based on the standards adopted by the board.

“Teaching credential” means a license or permit.

“Personal Representative” means an individual who is authorized to represent an individual who is unable to deliver materials (section 3-6).

(c) The Initial Practitioner License as used in this rule is equivalent to the initial standard license (IC 20-6.1-3).

(d) The Proficient Practitioner License as used in this rule is equivalent to the renewal of the standard license (515 IAC 1-2-3).

(e) The Accomplished Practitioner license as used in this rule is equivalent to the Professional License

defined by 515 IAC 1-2-3.

Sec. 2. (a) Teachers preparing in Indiana will obtain the Initial Practitioner License through a recommendation from a teacher preparation program approved under 515 IAC 3-3. Teachers preparing in another state may obtain the Initial Practitioner License through a recommendation from a teacher preparation program in that state.

(b) A teacher who holds the Initial Practitioner License will obtain the Proficient Practitioner License through the Beginning Teacher Assessment Program. A teacher who holds a valid license from another state will obtain the Proficient Practitioner License either through the Assessment Program, or through other board-approved assessments or experience.

(c) A teacher who holds the Proficient Practitioner License may obtain the Accomplished Practitioner License through an advanced degree approved by the board or by attaining a certification by the National Board of Professional Teaching Standards that the board recognizes as corresponding to a licensing area in Indiana.

Sec. 3. (a) An Initial Practitioner License is a non-renewable two-year license issued to a teacher who has successfully completed a preparation program approved under 515 IAC 3-3, or a program in another state which the board has recognized.

(b) No later than June 30 of each year, the Board shall publish a list of those licensing areas for which an Initial Practitioner License may be obtained.

Sec. 4. (a) A Proficient Practitioner License is a renewable five year license issued to a teacher who has successfully completed a two-year assessment program. A Proficient Practitioner License may be obtained under 515 IAC 4-3.

(b) No later than June 30 of each year, the Board shall publish a list of those licensing areas for which a Proficient Practitioner License may be obtained.

Sec. 5. (a) An Accomplished Practitioner License is a renewable license for a teacher who holds a Proficient Practitioner License and who completes either an advanced degree approved by the board or certification by the National Board of Professional Teaching Standards of a teaching area recognized by the board.

(b) The initial term of an Accomplished Practitioner License is ten (10) years. Upon renewal, the term becomes five (5) years.

515 IAC 1-4-2 Initial practitioner

Sec. 1. An Initial Practitioner license is a non-renewable two year license issued to a teacher who has

not passed the beginning teacher assessment program. An applicant for an Initial Practitioner license shall submit to the Board an application under Section 2, and proof of preparation as described in Section 3 or 4.

Sec. 2. (a) An application for an Initial Practitioner license must contain the following

- (1) A completed application form approved by the Board;
 - (2) A limited criminal history report from the Indiana State Police, dated no earlier than one (1) year prior to the date the application is received by the Board;
 - (3) A cashier's check, certified check or money order for the amount required under 515 IAC 3-8;
 - (4) Proof of successful completion of written examinations or other procedures required by 515 IAC 3-3; and
 - (5) Proof of successful completion of a preparation program described in section 3 or 4.
- (b) An incomplete application will be returned. The board shall issue guidelines for when a new fee is required as a result of submitting an incomplete application. The applicant is responsible for any delays in license processing caused by the submission of an incomplete application.

Sec. 3. Requirements for graduates of Indiana preparation programs.

In addition to the materials listed in section 2, a graduate of an Indiana preparation program applying for an Initial Practitioner license must submit a recommendation from the licensing advisor. The Initial Practitioner license issued will state the basis for the license as follows:

- (1) An applicant who completes a preparation program prior to the date the program submits a unit assessment system to the Board pursuant to Rule 3-3-3 will receive a license indicating compliance with one or more licensing categories defined by Rule 1-1, and will carry a basis of "Rules 46-47".
- (2) An applicant who became a candidate before July 1, 2002, and who completes a preparation program after the date the program submits a unit assessment system to the Board pursuant to Rule 3-3-3, will be recommended for a license which:
 - (A) indicates competence in one or more licensing categories defined by the standards adopted by the board, and will carry a basis of "Rules 2002."(?)
 - (B) if the program has elected under Rule 3-3-3 to continue offering courses that allow an applicant to comply with a licensing category under Rule 1-1, and if the applicant completes the required course work prior to July 1, 2006, indicates compliance with one or more licensing categories defined by Rule 1-1, and will carry a basis of "Rules 46-47."

Sec. 4. Requirements for graduates of preparation programs outside of Indiana.

In addition to the materials listed in Sec 2, graduates of preparation programs outside of Indiana

applying for an Initial Practitioner license shall submit:

- (1) An official transcript; and
- (2) One of the following, if applicable to the state or jurisdiction in which the applicant prepared:
 - (A) If the preparation program is in a NASDTEC compact state, a compact recommendation.
 - (B) If the preparation program is not in a compact state but is in a state with which Indiana has a reciprocity agreement, a recommendation in a format defined by the agreement.

515 IAC 1-4-3 Proficient practitioner

Sec. 1. (a) The purpose of 515 IAC 4-3 (“this rule”) is to define how teachers must obtain a Proficient Practitioner License.

(b) Teachers preparing in Indiana will obtain the Proficient Practitioner License through the Assessment Program for Beginning Teachers. Teachers preparing in other states will obtain the Proficient Practitioner License through assessments or experience designated by the board.

(c) This article defines the Assessment Program and what the teacher, the school and its employees, and the board must do to achieve the purposes and goals of the Assessment Program.

Sec. 2. (a) A Proficient Practitioner License is a renewable five year license issued to a teacher who has successfully completed a two-year Assessment Program. A Proficient Practitioner License may be obtained by completing any general assessment adopted by the board pursuant to this rule, and by completing the required assessment of a portfolio completed during the Assessment Program in a licensing area for which the Board has approved a portfolio assessment, or by completing an alternate assessment or experience defined by the Board if the Board has not approved a portfolio assessment for the licensing area.

(b) No later than June 30 of each year, the Board shall publish a list of those licensing areas for which an assessment portfolio must be completed, and those licensing areas for which an alternate assessment or experience must be completed.

(c) Each teacher seeking a Proficient Practitioner License shall complete a portfolio, or alternate assessment or experience, in the second year. The teacher must complete the portfolio or alternate assessment or experience designated by the board for the licensing area in which the teacher is teaching during the time designated by rule.

(d) An applicant for a Proficient Practitioner license must have completed either the portfolio or alternate assessment or experience within five (5) years of the effective date of the Initial Practitioner License, except for an applicant in an extended assessment program.

Sec. 3 Application-Items Required of all Applicants

(a) An application for a Proficient Practitioner License must contain the following:

(1) A completed application in a format approved by the Board;

(2) A limited criminal history report from the Indiana State Police, dated no earlier than one (1) year prior to the date the application is received by the Board;

(3) A non-refundable fee in the amount established in 515 IAC 3-8, in the form of a cashier's check, certified check or money order, or by electronic payment if the board accepts fees electronically;

(4) The Initial Practitioner License; and

(5) The documents required by section 4 or 5.

(b) An incomplete application will be returned. The board shall issue guidelines for when a new fee is required as a result of submitting an incomplete application. The applicant is responsible for any delays in license processing caused by the submission of an incomplete application.

Sec. 4. (a) In addition to the items in section 3, an application for a Proficient Practitioner License from a candidate completing the Assessment Program in Indiana must contain:

(1) If a portfolio is required, a completed portfolio, in a format approved by the board;

(2) If a portfolio is not required, a completed alternate assessment or documentation of completed experiences, in a format approved by the board;

(3) Documentation of the results of any general assessment as required by the board.

Sec. 5. In addition to the items in section 4, an application for a Proficient Practitioner License from a candidate who has not completed an Assessment Program in Indiana must contain:

(1) Either

(A) Proof of at least three years of creditable teaching experience in another state; or

(B) proof of completion of an assessment program in another state which the board has recognized as equivalent.

(2) Documentation of the results of any general assessment(s) as required by the board under the rules. However, if the applicant is licensed in another state, and has passed the same general assessment according to the requirements of that state, and the passing score in that state is lower than the score set by Indiana, the applicant does not have to meet the higher Indiana score.

Sec. 6. (a) An application containing an assessment portfolio under section 4, or documentation

of an alternate assessment or experience under section 5 may be submitted anytime during the second year. No application containing an assessment portfolio can be submitted after May 1 of the second year.

(b) Scoring of assessment portfolios will begin no later than June 30 each year and must be completed by September 1 of that year.

(c) Results of scoring of portfolios will be reported to the beginning teacher and the principal no later than thirty (30) days after the date by which scoring must be completed under this section.

(d) A beginning teacher may request additional time to submit a portfolio, by submitting a request for extension of time in a format approved by the board. A request for extension of time must be received by the board at least 30 days before the deadline to submit the portfolio, and a copy of this request must be transmitted simultaneously to the beginning teacher's principal and superintendent. The request for extension of time must identify the following:

(1) The extraordinary circumstances which prevent timely completion of the portfolio;

(2) Appropriate documentation of the extraordinary circumstances, such as medical records or physician's statements in the case of medical situations, evidence such as death certificates or court records in the case of family situations, statements from the principal and the superintendent in the case of emergency employment reassignment, etc.; and

(3) A statement of what work is completed, what work remains to be completed, and why completion is impossible in the time remaining.

(e) An extension appropriate to the documents circumstances may be granted if warranted.

(f) A request under subsection 6 (d) on behalf of a beginning teacher by the beginning teacher's personal representative shall be valid if the beginning teacher submits a verification in a format approved by the board within 60 days of submission of the request.

(g) A portfolio completed during an extended program may be submitted upon completion, and will be scored within 60 days of submission to the board, with results reported immediately to the beginning teacher, the principal and the superintendent.

Sec. 7 (a) In addition to the requirements of section 6 through 8, a teacher in an Assessment Program shall:

(1) Demonstrate an understanding of the teaching standards which apply to the teacher's licensing;

- (2) Demonstrate an understanding of the school improvement plan adopted under 20-1-1-6.5;
- (3) Communicate regularly with the assigned mentor according to the school's assessment plan;
- (4) Participate in support activities;
- (5) Monitor changes made by the board, if any, in the applicable teaching standards and the Assessment Program; and
- (6) Maintain access to electronic messaging (e-mail) and respond to any inquiries made by the board or under the assessment plan in a timely manner.

Sec. 8. (a) A school and its employees shall support a beginning teacher in an Assessment Program by:

- (1) Adopting an assessment plan adopted pursuant to IC 20-1-1-6.5 rules adopted thereunder which meets the needs of the school and its beginning teachers;
- (2) Supporting the beginning teacher and the mentor by allowing adequate time for the beginning teacher and the mentor to communicate about the beginning teacher's work;
- (3) Appointing a mentor who meets the criteria in rules adopted by the board, and any additional criteria in the assessment plan;
- (4) Encouraging participation by the beginning teacher in the support activities required by the professional development plan;
- (5) Monitoring changes made by the board, if any, in the applicable teaching and mentor standards and the Assessment Program;
- (6) Maintain access to electronic messaging (e-mail), and respond to any inquiries made by the board or under the assessment plan in a timely manner; and
- (7) Accommodate teachers who begin teaching during a school year, e.g. at the start of the spring semester or other grading period, by providing support and mentoring activities until the beginning of the next school year, which would qualify as the first induction year under this rule.

Sec. 9. A mentor appointed under the Beginning Teacher Assessment Program shall:

- (a) Demonstrate an understanding of the teaching standards which apply to the beginning teacher's licensing;

- (2) Demonstrate an understanding of the mentor standards adopted by the board;
- (3) Participate in mentor training activities as determined by the school's assessment plan;
- (4) Demonstrate an understanding of the school's assessment plan;
- (5) Communicate regularly with the beginning teacher according to the assessment plan;
- (6) Encourage participation by the beginning teacher in support activities required by the school's assessment plan;
- (7) Monitor changes made by the board, if any, in the mentor standards, the applicable teaching standards, and the Assessment Program;
- (8) Maintain access to electronic messaging (e-mail), and respond to any inquiries made by the board or under the assessment plan in a timely fashion.

Sec. 10. (a) The board shall maintain criteria for programs to prepare, assess and certify mentors. All trainers in a mentor training program must pass a mentor-trainer training program approved by the board.

(b) The board shall approve programs to certify mentors based on performance and completion of mentor training programs, and shall approve such programs so that mentors can be certified to serve as mentors.

(c) Beginning with the 2002-2003 school year, to be eligible for payment of a mentor stipend, a mentor must either:

- (a) have completed a mentor training program approved under part I(2), or
- (b) be enrolled in a mentor training program approved under part I(2) which upon completion will result in certification of the mentor no later than the beginning of the 2004-2005 school year.

Sec. 11. (a) The board shall establish and annually publish minimum criteria for a mentor to be eligible for the mentor stipend.

(b) An assessment plan shall include a requirement that the mentor shall perform the minimum criteria for eligibility for a mentor stipend as established by the board.

(c) A mentor who has met the minimum criteria shall apply for the mentor stipend in a format approved by the board. The application shall be submitted to the board according to a schedule established and annually published by the board.

(d) Within 30 days of receipt of an application for payment of a mentor stipend in a format

approved by the board, the board shall pay the earned portion of the mentor stipend.

Sec. 12. (a) The board shall no later than the time frame specified in 515 IAC 4-3(F)(3) section 6 (c) of this rule notify each beginning teacher who did not successfully complete all required assessments of the teacher's eligibility for an extended assessment program. The notice shall also be given to the beginning teacher's principal and superintendent.

(b) The notification to the teacher shall contain the teacher's Initial Practitioner License, with a new expiration date which allows participation in the extended induction program during the first school year following the Assessment Program. It shall also include a statement of intent form for the beginning teacher to complete and provide to the school where the extended induction program will be completed.

(c) The beginning teacher shall enroll in the extended program by submitting the statement of intent form to the school, and by registering with the board in a format approved by the board. Upon receipt of such notice and of the beginning teacher's completed statement of intent form, the school shall modify its plan to include a personalized program to assist the teacher in completing the extended program.

(d) The board shall develop model programs, and information which assist teachers in an extended program.

(e) Upon the request of the beginning teacher or the school in which the extended program will occur, the board shall provide the results of the assessment(s) to the beginning teacher's preparation program, or to another preparation program designated by the beginning teacher. The preparation institution shall be invited to assist the teacher and the school in developing the personalized program in part 3.

(f) A teacher who did not properly apply for a Proficient Practitioner License and did not properly request an extension of time to apply is not eligible for an extended program.

Sec. 13. (a) The Initial Practitioner License shall be valid for one two-year period which begins no later than the fourth school year after its issue date, in order to ensure completion of the two years of an Assessment Program within five school years following completion of a preparation program. Delays between the effective date of the Initial Practitioner License and the first year of the Assessment Program would have the following effects on later interruptions in service:

(1) A delay of one school year would allow the teacher a total of four remaining years to participate in the two-year Assessment Program.

(2) A delay of two school years would allow the teacher a total of three remaining years to participate in the two-year Assessment Program.

(3) A delay of three school years would allow the teacher two remaining years to participate in the two-year Assessment Program.

(4) A delay of four or more school years would not allow the teacher to participate in an Assessment Program. An additional assessment and recommendation from a preparing institution would be required to receive a new Initial Practitioner License.

(b) An interruption of one school year between the first and second years is permitted. Interruptions during the Assessment Program cannot extend the time limitations in section 13 (a). An interruption of more than one school year requires the teacher to repeat the first year

(c) No interruption is allowed between the second year and an extended assessment program.

Sec. 14. (a) The board must provide training programs for faculty members of mentor training programs and for scorers of portfolios and alternative assessments.

(b) A mentor who completes an approved mentor training program shall receive a certificate of completion. A provider of a mentor training program shall also provide evidence of completion of portions of a mentor training program, so that a school can assess progress toward completion of mentor training.

(c) A certificate of completion of mentor training is valid for five years. A certificate can be renewed by completion of an additional mentor training program, or by evidence of successful service as a mentor within the two years preceding the certificate expiration date.

(d) The board must train and compensate sufficient scorers to allow timely scoring of portfolios and alternative assessments.

Sec. 15. (a) Each portfolio assessment will be required for three school years before the board may establish a passing score for that portfolio.

(b) Portfolios completed during the first three years that a portfolio assessment is required may be scored to provide the teacher with feedback about teaching knowledge and skills, and to provide information to each preparation program about the quality of its preparation of teachers.

(c) To provide valid and reliable data to teacher preparation programs, during the first three years that a portfolio is required, the board may score all portfolios completed, or may score a statistically valid sample of completed portfolios.

Sec. 1. An Accomplished Practitioner License is a renewable license for a teacher who holds a Proficient Practitioner License and who completes either an advanced degree approved or recognized by the board, or certification by the National Board of Professional Teaching Standards of a teaching area recognized by the board.

Sec. 2.(a)

An application for an Accomplished Practitioner license must contain:

- (1) A completed application form approved by the Board;
 - (2) A limited criminal history report from the Indiana State Police, dated no earlier than one (1) year prior to the date the application is received by the Board;
 - (3) A cashier's check, certified check or money order for the amount required under 515 IAC 3-8 (other provisions, including fees);
 - (4) The applicant's Proficient Practitioner license; and
 - (5) Proof in a format approved by the board of successful completion of one of the following:
 - (A) An advanced degree approved by the board from an Indiana preparation program;
 - (B) An advanced degree from an institution outside of Indiana which the board has recognized as equivalent to the degree in (a); or
 - (A) Certification by the National Board for Professional Teaching Standards in a subject area corresponding to the content area of the applicant's license.
- (b) An incomplete application will be returned. The board shall issue guidelines for when a new fee is required as a result of submitting an incomplete application. The applicant is responsible for any delays in license processing caused by the submission of an incomplete application.